



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Facilities Maintenance Technician
Class Code Number	5095

General Statement of Duties

Performs a variety of skilled and semi-skilled mechanical and electrical repair, maintenance, installation and modification work at City buildings and facilities, performs related work as assigned.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform a variety of skilled and semi-skilled mechanical and electrical maintenance duties at City buildings and facilities. The work is performed under the supervision and direction of an assigned supervisor, but considerable leeway is granted for the exercise of independent judgment and initiative. An incumbent is expected to obtain a California Class B Driver's License within the probationary period in order to continue employment. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in an indoor and outdoor work environment, with exposure to potential personal hazards.

Examples of Essential Work (Illustrative Only)

- Performs troubleshooting, repairs, maintenance, installation and adjustments to a variety of City mechanical and electrical systems, such as circulating pumps, diesel powered generators, batteries, lighting and electrical control systems, valves, piping and plumbing fixtures, fire control systems, furnaces, blowers and ductwork, pneumatic tubes, water supply and drainage systems;
- Performs preventive maintenance on mechanical systems such as cleaning, greasing, oiling, replacing worn or defective parts, and testing equipment such as pumps, fans, compressors, boilers, etc.;

- Checks the operation of boilers, boiler efficiencies, analyzes stack gases; monitors the safety features of boilers; adds chemicals and tests boiler operation;
- Installs, modifies, and maintains electrical systems and electronic equipment; runs new circuits, pulls wire, installs outlets, switches and fixtures, lighting devices, and wiring systems;
- Installs, modifies and repairs plumbing and piping systems including water supply lines, valves and fixtures, as well as drain, waste, and vent systems;
- Inspects, operates, and maintains heating, ventilating, and air conditioning systems including pumps, compressors, fan units, intake and filter units, thermostats and their electric and pneumatic controls;
- Repairs, packs, and replaces valves, gauge glasses, and fittings;
- Maintains and repairs security locks, doors, and alarm systems;
- Maintains kitchen and laundry equipment;
- Fabricates the less complex parts and fittings; assembles and repairs units used in maintenance work from work orders, drawings, specifications, sketches, manuals and oral instructions;
- Makes rough estimates of labor and materials necessary for performance of the work;
- May participate in specification development, estimation, inspection and contract monitoring for painting and building maintenance contracts;
- Makes sketches of work to be performed or of work completed;
- Uses and maintains a wide variety of hand, power and shop tools and test equipment related to the work;
- Observes safe work methods and safety precautions related to the work; utilizes appropriate safety equipment in working around hazardous chemicals and in hazardous environments;
- May direct the work of one or more assistants and instructs them in proper work procedures and safety precautions;
- Maintains maintenance records and logs;
- Orders parts as necessary;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities
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- Substantial knowledge of safety principles, practices, and procedures;
- Substantial knowledge of established practices and procedures prescribed for maintenance services and repair conditions;
- Substantial knowledge of electrical, heating, air conditioning, and plumbing operations and repair;
- Substantial knowledge of facility modification procedures;
- Substantial knowledge of methods, practices, materials, tools and equipment used in the installation, repair, adjustment, and maintenance of equipment common to residential and commercial buildings;

- Substantial knowledge of methods and practices of plumbing and pipefitting work;
- Substantial knowledge of methods and practices of electrical installation, maintenance and repair;
- Substantial knowledge of rigging principles and techniques;
- Substantial knowledge of use and maintenance of a wide variety of hand, power and shop tools, test equipment and other equipment related to the work;
- Substantial knowledge of shop mathematics;
- Ability to troubleshoot and repair operating problems in plant equipment;
- Ability to read and interpret plans, schematics, manuals, blueprints and sketches;
- Ability to prepare rough sketches and make rough estimates of work performed;
- Ability to maintain basic records of work performed;
- Ability to operate various tools used in building maintenance;
- Ability to work in potentially hazardous substances and to work underground in confined spaces;
- Ability to respond to after hour callouts;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience that is equivalent to:

- High School Diploma or GED;
- Three years experience in building maintenance, including repairs to heating, cooling, air conditioning, electrical, plumbing, and mechanical systems.

Required Special Qualifications

- Valid Class C California State Driver's License.
- Must obtain a valid California Class B driver's license within 18 months of appointment for continued employment.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodations, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a variety of environments.